

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address MARTA Department of Transit Operations Division of Transportation Training Branch 609 Virginia Avenue Atlanta, Georgia			FOR RECORDS MANAGEMENT DIVISION USE Date Received <i>1-7</i> Application No. 75-283 Date Completed JAN 21 1976 NOV - 5 1975										
4. Person to Contact Mr. J. F. Bruce		5. Working Title Training Officer		6. Telephone No. 586-5373									
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.													
8. Earliest & Latest Dates of Series 1968-Present		9. Exact Series Title Bus Operator Training File											
10. What is the function of the office in which this record series is created? See Attached.													
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to: the training and certification of bus operators. Included are: Instructors' Ride Reports, Record of Instructions, Record of Route Qualifications, Copy of Bus Operators' Certification and photograph of employee. File is arranged: Alphabetically, by name of trainee, by year.													
ATTACH SAMPLES OF THE FILE													
12. Equipment Occupied Letter-size File Drawers		No. of Drawers 4	Cu. Ft. of Records 6	Annual Rate of Accumulation 2 4									
Legal-size File Drawers		12	12	Floor Space Occupied (Square Feet) 7 7									
Record Center Boxes		12	12	AVERAGE DAILY REFERENCES <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">This Year's</td> <td style="width:25%;">Last Year's</td> <td style="width:25%;">Preceding Year's</td> <td style="width:25%;">All Prior Year's</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>		This Year's	Last Year's	Preceding Year's	All Prior Year's	1	0	0	0
This Year's	Last Year's	Preceding Year's	All Prior Year's										
1	0	0	0										

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. ☒ ☐ Is this the Record Copy of the series?

14. ☐ ☒ Is there a duplication of this series in another office or agency?

15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.

16. ☐ ☒ Does the series contain classified information requiring security handling?

17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?

18. ☒ ☐ Could the function be performed if the files were lost or destroyed?

19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?

20. ☐ ☒ Does the record series provide data as input to an EDP file?

21. ☐ ☒ Does the record series contain documentation produced as EDP printout?

22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?

23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 2 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Mr. J. F. Bruce

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ Other

☐ Hold in the current files area _____ month(s)/ _____ year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):

☐ Destroy.

☐ Transfer to Archives for permanent retention.

☐ Destroy immediately after cut-off.

☒ Other: (Specify) Upon completion of training, place file in inactive file. Cut inactive file by calendar year, hold in current files area 1 year, then transfer to State Records Center, hold 1 year; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved Department Records Management Officer. Date

Approved Legal Counsel Date

Approved Division Head /Designee Date

Approved Division of Audit Date

Approved Department Head /Designee Date

Approved MARTA Management Advisory Committee Date

Approved Records Management Analyst Date

Approved Department of Archives and History Date

J. F. Bruce 11-4-75
J. F. Bruce 11-4-75
Douglas M. Hair 10-30-75
Wayne P. Conner 11-5-75
William V. Carasik 11-5-75
Carroll Hart 1-21-76
[Signature]

DIVISION OF TRANSPORTATION

Functions and Responsibilities

The division provides bus transit services for the MARTA service area.

A security service is provided for on the Authority's buses. The division provides the security for the department's three garages, grounds and equipment and the Equitable Building. Pursuant to providing security this division maintains liaison with school officials, police departments and the courts.

The division handles citizen suggestions and complaints regarding transit operations. All fare box revenues are collected and transported by this division, also a 24-hour schedule information service is provided.

The division conducts training programs for operators, supervisors, dispatchers, and other employees. This division provides for the installation and monitoring of industrial and public safety procedures. A continuous program of safety training for operators is conducted. Accidents involving employees or vehicles of the Authority are investigated by this division with the assistance of the Division of Claims, to determine their cause, the existence of safety violations, and corrective and preventive action to be taken.

This division operates the Authority radio system. It also develops and maintains the divisional and personnel records.

Approved by:

Alan F. Kiepper
General Manager

Date:

12-18-78